Committee Management User's Group (CMUG)

Meeting Date: September 28, 2005, Wednesday
Time: 1–4 p.m.
Location: Rockledge 2, Room 7111
Advocate: Anna Snouffer
Chair: David Clary
Analyst: Sophonia Simms

Next Meeting: October 26, 1–4 p.m., Rockledge 2, Room 7111

Action Items

1. (David Clary) Send out an email requesting that group members vote on time, duration and frequency of future CMUG meetings.

CMUG Business

David Clary said that there is currently no update on the status of this committee. He suggested to the group that he send around an email asking that members vote on the time and frequency of future meetings. He said that the meeting could be held once every two months, once every three months or simply "as needed." He will check on the availability of venues. Members also want to vote on the time and length of the meeting. They also decided to officially cancel the December meeting.

Finally, the group agreed that David should stay on as the Chair of the CMUG meeting, as they are all satisfied with him in that role.

Action: (David Clary) Send out an email requesting that group members vote on time, duration and frequency of future CMUG meetings.

J2EE Conversion Update

Sophonia Simms stated that there have recently been some problems in the J2EE conversion. The biggest problems involved Reporting and being able to query large committees and meeting data. The developers said that another version of the code will arrive on November 30. Acceptance Testing will begin shortly thereafter (around December 1). This system cannot go to pilot unless these issues are addressed and until the necessary functions operate without any problems. In order to increase performance, the developers have added the council round and will add the set filter parameters currently on the meeting data screen. This addition will make it similar to the current CM Web version , as it will contain more query parameters. Sophonia indicated to the group that all other problems sent to her will be addressed.

Table Talk

Kathryn Valeda discussed the "super-user" role in correcting PERM information. The Internet Assisted Review (IAR) now requires that user email must be entered correctly in the appropriate field to be properly registered. Many users, however, do not know about the Commons and do not know how to verify their records. Updating this information facilitates and ensures greater data integrity. Everett Sinnett stated that the helpdesk will get involved if a user's account has been locked or if there are problems with multiple Profiles or incorrectly collapsed Profiles.

Applicants will need to have Commons accounts in order to submit electronic applications and to view Summary Statements, since they will no longer be available in hard copy. There needs to be greater education with the Commons, but hopefully these changes will necessitate a broader knowledge of the system. The group agreed that creating a general guide or notice to instruct reviewers on how to verify Commons information would also be beneficial. There is a demo that gives step-by-step instructions and a visualization of screens. All group members interested in seeing this tool are invited to view it.

Attendees

Campbell, Bonnie (AHRQ)	Clary, David (OD)	Dougans, Tanya (NHLBI)
Dourney, Steve (LTS/PCOB)	Forrest, Kina (NHLBI)	Kemmerle, Donna (NIDCD)
Manouelian, Denise (NIDDK)	Nuss, Mary (NIAID)	Paugh, Steve (OD/LTS)
Simms, Sophonia (OD)	Rustin, S. Lisa (NCI)	Scibek, Carol (OD/PCOB)
Sinnett, Everett (CSR)	Snouffer, Anna (OD)	Valeda, Kathryn (NHLBI)
Whelan, Kate (NIMH)		